



California Emergency Management Agency
Public Safety and Victim Services Programs
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200
FAX: (916) 323-1756



July 30, 2009

Chuck Arnold
Sergeant
San Diego Police Department
1401 Broadway
San Diego, CA 92101-5710

Re: IC07017919

Dear Sgt. Arnold:

On July 22, 2009 Chief of the Crime Suppression Section, Stacy Mason-Vegna, and I conducted a prearranged site visit of the San Diego Police Department's Internet Crimes Against Children (SDICAC) grant. As Project Director for this grant, we wish to express our gratitude for the courtesy extended to us by everyone associated with your grant project.

In addition to yourself, the site visit was attended by Mr. Brian Hojnacki. Mr. Hojnacki was introduced as the city-employed individual assigned routine fiscal responsibility for this grant.

As Ms. Mason-Vegna and I expressed during the early part of our meeting, this site visit was intended to familiarize ourselves with the specifics of your grant operation in addition to reviewing the grant file for the purpose of discussing with the principals any irregularities or concerns we may have.

Our meeting was to also provide your staff program guidance in terms of (1) the project meeting its grant-specific objectives and (2) helping us ensure to a reasonable degree that the grant's maintenance remains fiscally compliant with Cal EMA regulations.

Reviewing the ICAC grant file, we initially expressed concern about \$178,800 remaining in grant funds for FY 07/08. In response, we were informed that the majority of that amount, which is principally associated with the maintenance of vehicles and in particular the retrofit of a search warrant van, will be encumbered if not expended before the funds are scheduled to die on December 31, 2009. Discussed also was SDICAC's proactive and reactive investigations into computer/technology crimes against children. We were informed that the SDICAC focus is on conducting reactive investigations. Proactive investigations, while important to the program objectives, is more time consuming and potentially protracts available resources.

Additionally, we sought clarification on the signed Memorandums of Understanding. We were informed that the SDICAC has four signed MOUs with law enforcement agencies within its geographical area. When questioned specifically about the MOUs with federal agencies, we were informed that the SDICAC presently operates with what was described as an informal

Sgt. Chuck Arnold
July 30, 2009
Page Two

agreement with each federal agency. Informal agreements became necessary after it was learned that signed copies were unobtainable due to delays caused by the federal bureaucracy. We were assured thereafter that regardless of the formality surrounding the MOUs, which the SDICAC has entered into with its affiliate agencies, the task force is functioning with the full cooperation of all involved.

Of particular interest was San Diego's Regional Computer Forensics Lab (RCFL) and the work of ICAC forensic examiners. We look forward in the months to follow learning more about the RCFL component as it is used to address child pornography related cases.

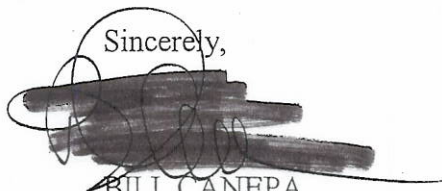
Lastly, Mr. Hojnacki explained that the City of San Diego had recently implemented a new Enterprise Resource Planning (ERP) System. The SAP financial and procurement system is intended to bring accuracy, efficiency, and reliability to the City's accounting structure and billing process. Mr. Hojnacki added that his specific role working on this grant is to provide improved fiscal accountability, as well as ensuring that his records reflect complete compliance with Cal EMA regulations.

Before concluding the meeting, we requested and received your project's completed copy of Cal EMA's Equal Employment Checklist – B. This checklist will be forwarded to our agency's EEO Office.

Overall, Ms. Mason-Vegna and I were very satisfied with the knowledge of your staff concerning Cal EMA grant objectives and fiscal responsibility. We are further satisfied with the SDICAC's general operational base handling cyber tips, the apparent cooperation received from affiliate agencies, and finally the logical direction of grant resources shown to us by SDICAC.

Enclosed for your file, please find a copy of the Cal EMA Performance Assessment and Site Visit Form. This form records some details specific to our site visit and your grant-funded operation. Should you have questions, please contact me at (916) 324-9225 or at bill.canepa@calema.ca.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read "Bill Canepa", is written over a series of horizontal blacked-out redaction lines.

BILL CANEPA

Program Specialist
Public Safety and Victim Services Programs

Cc: Cal EMA grant file
Enclosure

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

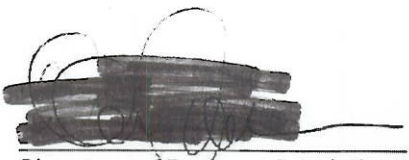
PROGRAM: _____

PERFORMANCE ASSESSMENT / SITE VISIT REPORT


1. GRANT AWARD NUMBER: IC07017919 DATE OF SITE VIST: July 22, 2009
2. GRANT PERIOD: July 1, 2007 to June 30, 2010
3. RECIPIENT/IMPLEMENTING AGENCY:
City of San Diego / City of San Diego Police Department
4. PROJECT DIRECTOR:
Chuck Arnold

PERSONS INTERVIEWED DURING SITE VISIT:

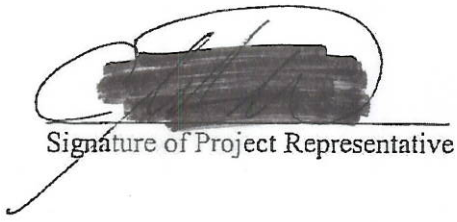
<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Chuck Arnold</u>	<u>Sergeant</u>	<u>San Diego Police Dept.</u>
<u>Brian Hojnacki</u>	<u>Fiscal Management Analyst</u>	<u>City of San Diego</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____


Signature of Program Specialist

7/29/09
Date


Signature of Section Chief

7/29/09
Date


Signature of Project Representative

8/4/2009
Date

7/29/2009

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)


PROGRAM: _____

PERFORMANCE ASSESSMENT / SITE VISIT REPORT

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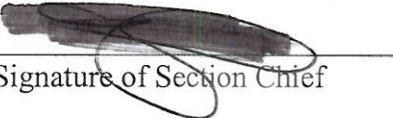
<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Chuck Arnold</u>	<u>Sergeant</u>	<u>San Diego Police Dept.</u>
<u>Brian Hojnacki</u>	<u>Fiscal Management Analyst</u>	<u>City of San Diego</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Signature of Program Specialist

7/29/09

Date



Signature of Section Chief

7/29/09

Date

Signature of Project Representative

Date

7/29/2009

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW

YES NO N/A

1. OPERATIONAL DOCUMENTS

Review hard copy/verify the ability to access on line:

- The Cal EMA Recipient Handbook (R.H.)
- The Approved Grant Award Agreement
- The RFA/RFP (supersedes the requirement of the R.H.)
- The Program Guidelines (supersedes the requirement of the R.H.)
- Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

2. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

- Obtain copy of required CBO bonding? [R.H. Section 2161] Does not apply to state, city, or county units of government.
- Does the bond show:
 - Bonding company name
 - Bond number
 - Description of coverage
 - Amount of coverage (50% of allocation)
 - Bond period
 - Grant award number
 - Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)?
 - Is Cal EMA named on the bond as the beneficiary?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: _____

3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- Does the project have their CEQA documentation on file?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: _____

4. PROOF OF AUTHORITY (R.H. Section 1350)

- Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? *Ask for copy

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: ___No copy was requested._____

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

YES NO N/A

5. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified?

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Comments: _____

6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500] (*Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.*)

☒ ☐ ☐

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments: _____

7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]

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- Do policies include:

- Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions
- A current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152]
- Work hours
- Compensation rates
- Overtime

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☒ ☐ ☐

☒ ☐ ☐

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- Did the Board approve the agency's current personnel policy?

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Comments: _____

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

YES NO N/A

8. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331]
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor)

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Comments: Gant staff time is tracked by job order.

9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction?
 - Name of individual who approves purchases.
Brian Hojnacki
 - Name of individual who writes checks.
Gina Springer
 - Name of individual(s) who signs checks.
City Treasurer

☒ ☐ ☐

Comments: _____

10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

- Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)?
- Does the project maintain an accurate inventory log of equipment purchased with grant funds?

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Comments: _____

11. PROJECT EXPENDITURES

- Is the project's expenditure rate commensurate with the elapsed period of the grant?
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement?
- Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)?
- Is the project up-to-date with the submission of Cal EMA Form 2-201?

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PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

YES NO N/A

Comments: _____

12. MATCH REQUIREMENTS

- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| • Does the project have a match requirement? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Is the project meeting the match requirement? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Review the supporting documentation to substantiate cash or in-kind match. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Comments: _____ No match requirement. _____

13. EEO POLICY

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Go over EEO checklist. (Separate document) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments: _____

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

B. PROGRAMMATIC REVIEW

GENERAL

YES NO N/A

1. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives?
- Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives?

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Comments: Project will submit a grant modification to reflect Brian Hojnacki replacing Alejandra Castanares as person having routine fiscal responsibility for this grant.

2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements.

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Comments:

3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form?
- Review the project's file system and data collection process.

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Comments:

4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement?

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Comments:

5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?

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Comments:

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

D. ADDITIONAL COMMENTS:

NOTES:

Sgt. Arnold expressed satisfactorily the plan and implementation for the San Diego ICAC task force. His maintenance of important grant-related documents in support of that plan and implementation is current and thorough. Sgt Arnold's working relationship with affiliate law enforcement agencies on task force matters appears intact and communicable. Evidence of data collection on this grant is compiled in accordance with Cal EMA standards.

Sgt. Arnold explained that cyber tips play a significant role in providing his task force information about potential child pornography cases. He personally reviews the cyber tip to determine if the information appears credible and warrants further action. In these instances, he may assign the information to the representative on the task force in the appropriate jurisdiction.

We look forward to seeing the San Diego Regional Computer Forensics Laboratory in action during a future site visit. The RCFL is a tremendous resource for providing forensic examinations of digital media in addition to assisting as a training tool for Federal, State and local law enforcement agencies serving the San Diego and Imperial Counties.

Impressive.

Fiscally, the SDICAC conceded that it is in the process of recovering to improve in this area. After meeting and speaking with Mr. Hojnacki, we have not doubt the recovery will swift.